



## NOTICE OF TESTING

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**EXAMINATION TITLE:** FINANCIAL INSTITUTIONS EXAMINER

**EXAM CODE:** 8SL08

**EXAM BASE:** OPEN

**LOCATION:** STATEWIDE

**CUT-OFF DATE:** NOVEMBER 03, 2008

### ATTENTION

A cut-off date has been established for the Financial Institutions Examiner continuous filing examination. Applications must be **POSTMARKED** no later than **NOVEMBER 03, 2008**. Applications postmarked, personally delivered, or received via interoffice mail after **NOVEMBER 03, 2008** will be filed and held for the next examination. To obtain a copy of the Financial Institutions Examiner bulletin or an application, please call Human Resources Office-Examination Unit at (916) 327-4636 or (916) 322-8896 or download from the Department of Financial Institutions website at <http://www.dfi.ca.gov/careers/>

The written test will be held **SATURDAY DECEMBER 6, 2008**. Eligible candidates will be notified of a testing site at least 10 days prior to the written test date. The testing locations will be in Los Angeles, Sacramento, San Diego, and San Francisco.

DEPARTMENT OF FINANCIAL INSTITUTIONS  
1810 13<sup>th</sup> Street  
SACRAMENTO, CA 95811  
(916) 327-4636

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From TDD 1-800-735-2929 - From Voice 1-800-735-2922



THE POSITION	<p>Under close supervision as a trainee, the incumbent performs the less difficult technical support work associated with conducting field examinations of financial institutions, business firms and service companies. As incumbents become more experienced, they will gradually assume responsibility for field examinations of small institutions that have few, if any, discernable problems or assist higher level examiners in the larger, more complex examinations. Upon full journey level, they will be in-charge of the full range of tasks associated with the field examination of small to moderate sized financial institutions and branch offices; participate in the examination of, and the preparation of, reports on the financial condition of banks, transmitters of money abroad, insurers of money orders and traveler's checks, savings associations, credit unions, insurance premium finance companies and industrial loan companies.</p> <p>Positions exist in Los Angeles, Sacramento, San Diego, and San Francisco.</p>
EXAMINATION INFORMATION	<p>The testing period for this examination is 12 months which begins when a candidate is successful in the examination and is placed on the eligible list. Candidates may not be examined more than once in a testing period.</p> <p>This examination will consist of a two part Written Test. Test I is a writing exercise weighted 20% and Test II is a multiple choice written examination weighted 80%. You must receive a passing score on both Test I and Test II in order to pass the examination. The two weighted scores will then be added to obtain your combined score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the written exam. <b>COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.</b> <i>Please allow approximately four hours for the completion of the written test.</i></p>
SCOPE	<p><b>WRITTEN TEST - WEIGHTED 100%</b></p> <p><b>Written Test I – Writing Exercise – Weighted 20%</b></p> <ol style="list-style-type: none"><li>Knowledge of the proper spelling, grammar, punctuation, and sentence structure for the English language.</li><li>Ability to write effectively in an understandable, clear and concise manner.</li></ol> <p><b>Written Test II – Multiple Choice – Weighted 80%</b></p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"><li>General accounting and auditing principles and procedures.</li><li>Business Law.</li><li>The English language with proficiency in reading, writing, and grammar.</li></ol> <p>B Ability to:</p> <ol style="list-style-type: none"><li>Work arithmetical and statistical computations.</li><li>Accurately analyze data in situations and draw sound conclusions.</li><li>Apply and comprehend general accounting and auditing principles.</li><li>Evaluate and appraise information.</li><li>Write English at a level necessary for successful job performance.</li><li>Read English at a level necessary for successful job performance.</li></ol>
ELIGIBLE LIST INFORMATION	<p>An OPEN-STATEWIDE eligible list will be established for the Department of Financial Institutions. Names of successful candidates will be merged into the list in order of final score regardless of date. Eligibility expires 12 months after it is established however, candidates may re-compete after 12 months. Previous scores of successful candidates who re-compete will be abolished.</p>
BACKGROUND INVESTIGATION	<p>Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form STD-678, that is filled out prior to the examination. The hiring agency uses the information contained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment</p>
VETERANS' PREFERENCE	<p>Veterans' Preference Credit will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the DFI Office of Human Resources at (916) 322-5966 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Financial Institutions reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available form the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS ♦ OFFICE OF HUMAN RESOURCES  
1810 13<sup>TH</sup> Street ♦ Sacramento, CA 95811 ♦ Telephone (916) 322-5966

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